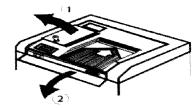
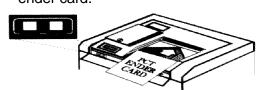
CLOSING THE POLLS

Accu-Vote Optical Scan Unit Transmitting Results -- Read and complete each step one sentence at a time.

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 1. Press the **NO** button on the front of the Remove the ender card from the Accu-1. The results tape will print automatically Use the black key to unlock and open Immediately take the Accu-Vote unit to the emergency compartment door on the designated telephone jack to Vote carrying case. below the zero report tape. Accu-Vote unit to print another copy. the left side of the ballot box. transmit election results. 2. Use the plain key to unlock and remove 2. When the printer is finished, tear off the 2. Replace and lock the printer cover. Remove the ballots. Use your hand to the printer cover. tape. Have each election board Remove the kev. 2. Connect one end of the telephone cord check inside the compartment to make member sign at the bottom of the tape. into the port on the back of the Accu-3. Use the black key to unlock and open sure that the compartment is empty. Vote unit marked "line." Tear the tape here. the top front door of the ballot box. 3. Connect the other end of the telephone If the emergency compartment was used for questioned and special needs



Press and hold the YES and NO buttons at the same time. While holding down the two buttons, insert the ender card.



- Place the zero report tape with election results inside the precinct register
- 4. Print a second tape by pressing the **YES** button. After the second tape has printed, have each election board member sign the bottom of this tape.
- 5. Place the second copy of the results tape in the memory card envelope.

STEP 8

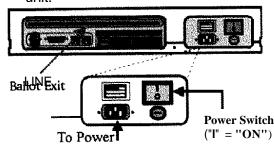


- 3. Use the power switch on the back of the Accu-Vote to turn off the Accu-Vote
- 4. Slide the Accu-Vote unit out of the ballot



STEP 9

- cord into the designated telephone jack.
- 4. Plug the power cord into an electrical outlet.
- 5. Use the power switch on the back of the Accu-Vote unit to turn on the Accu-Vote



ballot envelopes, separate the regular

needs ballot envelopes.

compartment door.

envelope.

ballots from the questioned and special

Insert the regular ballots into the Accu-

Vote unit. If ballots do not scan, place

ballots into the uncounted ballot

Close and relock the emergency

Look at the LCD screen. Read the message and press the YES button after each question.

SEND RESULTS BY TELEPHONE?

Press **YES**

PHONE NUMBER OK?

Press **YES**

READY TO SEND RESULTS?

Press **YES**

If you press the wrong button, simply turn off the Accu-Vote and then turn it on again and begin over at Step 6.

You will hear faint squelching sounds while the unit connects. This may take several minutes. If you hear a busy signal, the Accu-Vote will automatically redial. If you are not connected after two redial attempts, turn off the unit, verify you are connected to the correct phone/jack line and repeat Step 6.

1. When the results begin transmitting you will see a series of messages flash on the LCD screen beginning with:

STEP 7

REQUESTING COMMUNICATIONS

And ending with:

RESULTS SENT OK

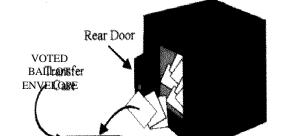
- If this message appears, the results were successfully transmitted. Turn off Accu-Vote unit and go to Step 8.
- If the results have not transmitted after two attempts, follow the instructions provided by the election supervisor.

Remove the seal from the silver bar covering the memory card.



- 2. Remove the memory card and place it in the memory card envelope.
- 3. Make sure the power switch on the Accu-Vote unit is turned off.
- 4. Put the Accu-Vote unit, telephone cord, power cord, and extension cord into the carrying case. Do not put the keys in the carrying case yet.





- 1. Open the rear door of the ballot box. Remove ender card from ballot box and place it in the ender card envelope. Put the envelope into the Accu-Vote carrying case.
- 2. Remove the ballots from the ballot box from both compartments and place into the voted ballot envelope.
- 3. Unlock the front bottom lock of the ballot box; lift the lid to show all three compartments are empty.

Seal the voted ballot envelope flap and ask each election worker to sign across the flap. Place voted ballot envelopes in the black ballot transfer bag or mailing envelope. Seal black ballot transfer bag with cable tie.

STEP 10

- 2. Put the silver security bar back into the ballot entry slot and lock it in place.
- 3. Close and lock all the doors on the ballot box.
- 4. Put the keys in the Accu-Vote carrying
- 5. Return Accu-Vote unit and other election materials as directed by the election supervisor.

For additional information and emergency instructions, please refer to the Accu-Vote Election Board Handbook.